

# FY2009 Proposal Guide



**Janet Napolitano, Governor**  
**Richard G. Fimbres, Director**  
**Michael P. Hegarty, Deputy Director**

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## I. PURPOSE AND AUTHORITY

The procedures outlined in this manual are based upon the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Section 402) and subsequent amendments; the SAFETEA-LU; the Arizona Vehicular Code; and Administrative Orders issued by the Federal Highway Administration (FHWA), the National Highway Traffic Safety Administration (NHTSA), and the Arizona Governor's Office of Highway Safety (GOHS).

Projects under the Highway Safety Act are funded through grants from NHTSA. Federal funds are authorized under the Act to assist state and political subdivisions in conducting highway safety programs approved by the respective governor and the U. S. Secretary of Transportation.

This guide has been prepared by GOHS to provide guidance in conforming to the federal fiscal and technical requirements. All governmental and non-profit agencies are encouraged to take an active part in Arizona's Highway Safety Program. Please contact GOHS whenever information or assistance is needed.

**All proposals must be submitted using the web-based proposal process starting Tuesday, April 1, 2008 at 12:01 am through Monday, May 12, 2008 at 6:00 pm.**

*It is the responsibility of each agency to notify GOHS in writing immediately when a proposal submitted to GOHS has been funded from another source. An example is a proposal for DUI enforcement overtime is submitted to GOHS and the DUI Abatement Council and the DUI Abatement Council funds the overtime. Failure to make this notification could result in supplanting which is a direct violation of federal rules (refer to page 10) or could adversely effect future funding opportunities.*

## II. FUNDING CRITERIA GUIDELINES

Federal funds allocated to finance state and local government highway safety projects are intended to supplement, not be a substitute for, ongoing state or local program expenditures. Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program. Federal grants are funded in the form of reimbursable contracts. Reimbursement is made by the state on the basis of a written claim made by the applicant agency each time funds are expended.

Listed below are guidelines to help determine what is allowable under federal funding. This funding criterion supplements the provisions of OMB Circulars A-87 and A-102 (NHTSA Order 460-4).

### A. General Requirements

1. All political subdivisions participating in federal grant processes must comply with the Single Audit Act of 1984 (P.L. 98-502). A copy of an independent audit of your agency must be mailed to GOHS at 3030 North Central Avenue, Suite 1550, Phoenix, AZ 85012 or emailed to Mr. Joe Tuiteleapaga at [jtuiteleapaga@azgohs.gov](mailto:jtuiteleapaga@azgohs.gov).
2. The Buy American Act applies to the federal funding program when total costs of hardware or materials in a single project contract/agreement exceed \$500,000 in federal funds.

3. Highway Safety Act funds cannot be used for the construction, design, or maintenance of highways or for highway construction research projects.
4. Highway Safety Act funds may be used for conducting inventories, need studies, engineering studies, systems development, program implementation, or for purchasing equipment. (Program implementation can include putting new programs into use and the training required for their use.)

**B. Priority Program Areas**

Programs designed to address problems in any of the following highway safety program areas are eligible for NHTSA funding:

- DUI/Alcohol/Drugs Enforcement
- Police Traffic Services (speed enforcement, aggressive driving enforcement)
- Accident Investigation/Reconstruction
- Bicycle/Pedestrian Safety
- Motorcycle Safety
- Emergency Medical Services
- Occupant Protection (seat belts, child safety seats)
- School Bus Safety
- Roadway Safety
- Traffic Records
- Training (conferences/workshops)

However, the FY2009 Highway Safety Plan will specifically target the following areas and proposals addressing these areas will be given priority:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. <b>Speed</b><br/>Exceeding maximum posted<br/>Not reasonable and prudent<br/>School Zones<br/>Aggressive Driving</li></ol> | <ol style="list-style-type: none"><li>3. <b>Occupant Protection</b><br/>Seat Belts<br/>Child Safety Seats</li></ol> |
| <ol style="list-style-type: none"><li>2. <b>Impaired Drivers (over and under 21 years)</b><br/>Youth Alcohol Violations<br/>Holiday DUI Task Forces</li></ol>       | <ol style="list-style-type: none"><li>4. <b>Emergency Medical Services</b><br/>Extrication equipment</li></ol>      |

Also, it is GOHS' policy to not fund positions. The only Personnel Services and Employee Related Expenses that will be funded are for overtime.

C. Limitations and Conditions

1. Facilities

- a. Costs for land are not allowable.
- b. Costs for construction or reconstruction of driving ranges, towers, and skid pads are not allowable.
- c. Costs for construction, rehabilitation, or remodeling, or for office furnishings and fixtures for state, local, or private buildings or structures are not allowable.

2. Personnel

It is the policy of GOHS to not fund positions. The only Personnel Services and Employee Related Expenses that will be funded are for overtime.

3. Equipment

- a. Costs for purchases of major equipment (costs per unit of \$5,000.00 or more) and replacement equipment are only allowable with prior approval of the NHTSA Regional Administrator. This is accomplished through GOHS.
- b. Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes.
- c. Costs for ambulances will not exceed 25% of the purchase price unless the agency submits documentation supporting a higher percentage of highway safety utilization.
- d. For helicopter cost approval, the unit must be used as a multi-mission vehicle equipped for and limited in intended use to EMS missions and law enforcement. (Priority use must be accorded to EMS duty for crash site victim removal.)
- e. Costs for safety belts and air bags/automatic restraints are not allowable.
- f. Costs for child restraint devices are allowable if they comply with NHTSA performance standard FMVSS #213. Because NHTSA has determined through safety seat check-ups that child safety seat misuse is at approximately 80%, an educational component must be included in your proposal.

The person administering the program, and prior to distributing the child safety seats, must have attended or be scheduled to attend an approved child safety seat training class conducted either by the GOHS or its designee. You may contact Officer Arnie Cuellar, Arizona Occupant Protection Coordinator, at 602/255-3216 to schedule training your agency personnel. The cost of this training may be included in your proposal.

It is GOHS policy to order child restraint systems in bulk and have them drop-shipped to approved agencies when feasible.

- g. Costs for breath testing devices are allowable provided the device appears on the NHTSA qualified products list, and, where applicable, are approved by the Arizona Department of Public Safety (ADPS) Crime Laboratory. However, the funding and distribution to agencies will be through the procedures established by the GOHS.
- h. Costs of speed detection devices are allowable provided the device appears on the NHTSA qualified products list, that operators are trained in a NHTSA operator training program, and that the police agency implements a comprehensive radar operator and equipment certification program with periodic re-certification every one to three years. (Costs for speed detection devices are not allowable if they are used for other than enforcement purposes and related project evaluation.)
- i. Costs for in-car video cameras are allowable. Officers using this equipment must successfully complete the 40-hour training course.
- j. Costs for police officer uniforms, weapons, handguns, shotguns, mace, batons, riot helmets, bulletproof vests, motor boots, and ammunition are not allowable.
- k. Costs for portable scales, including costs associated with transportation and use, are not allowable.
- l. Costs for mainframe computers are not allowable.
- m. Costs for commercial lease or purchase of motorcycles are not allowable; however, police package solo motorcycles and helmets with microphones are allowable costs.
- n. It is the policy of the GOHS not to fund indirect costs.

#### 4. Travel

Except as separately approved by NHTSA, costs for international travel are not allowable.

Out-of-State and In-State travel for attendance at highway safety-related conferences and workshops are fundable. Items that are fundable include: Out-of-State Travel: conference registration, round-trip airfare, ground transportation (excluding a rental vehicle unless it can be documented that the costs are equal to or less than utilizing a taxi, shuttle, hotel transportation), lodging, and State of Arizona per diem rates will be reimbursed to the agency in accordance with ARS §38-624. In-State Travel: conference registration, lodging, and State of Arizona per diem rates will be reimbursed to the agency in accordance with ARS §38-624.

**Please Note:** *The traveler is not entitled to a meal allowance for meals provided free at a state institution, on an airplane, included in conference registration fees, or included by a lodging establishment. When eggs and/or meat are available as part of a furnished breakfast, the meal is not reimbursable.*

**Please note:** It is the responsibility of the agency to make all of the travel arrangements, i.e. conference registration, hotel reservations, airline reservations. Please keep in mind, any expenditure that occurs prior to the execution of a contract cannot be reimbursed.

5. Training

- a. Costs for training are allowable using curriculum developed or endorsed by USDOT/NHTSA or their equivalent.

**PLEASE NOTE:** It is the policy of GOHS to reimburse the lowest registration fee offered, i.e. early registration versus late or on-site registration.

- b. Development costs for new training curriculum and materials are allowable if they will not duplicate materials for similar purposes by USDOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet state and local instructional needs.
- c. Costs to pay for an employee's salary while pursuing training or to pay the salary of the employee's replacement, except where the employee's salary is supported by federal funds under an approved project, are not allowable.
- d. Training costs for helicopter pilots, fixed wing pilots, and observers are not allowable.

6. Public Communications

All paid media must be pre-approved in writing by the GOHS Deputy Director to ensure that consistent messages are disseminated statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case-by-case basis.

Prior to the printing and distribution of public information and education materials, a sample will be provided to the GOHS Director for review and written approval.

7. Subcontractors

All contracts between a grantee agency and subcontractor(s) must be reviewed by the GOHS Director and approved in writing prior to execution.

D. Requirements Specifically Regarding Emergency Medical Services (EMS) Requests

The following information is to provide further clarification for agencies applying to the GOHS for federal grant funds under the EMS highway safety program area specifically. You are encouraged to call Sean Hammond, Project Coordinator, at (520) 790-5124 with any questions before preparing your proposal.

1. Eligibility

Agencies that are tax-based and non-profit agencies may apply to GOHS for federal grant funds.

2. Relation to Highway Safety

GOHS reviews grant proposals based on how the request applies to “highway safety.” When submitting a request for equipment or training, explain why the equipment is needed and how the requested items relate directly to highway safety and will contribute to the reduction of crashes, fatalities and injuries.

3. Statistics

Provide information on the number of highway miles the agency responds to, where the agency is located and the other agencies nearby that also respond to the same area.

Provide statistics for the previous three (3) years of the number of crashes responded to, the number of resulting injuries, fatalities and average response time. Statistics will be reported to GOHS during the contract period if grant funds are awarded.

4. Equipment

Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes. It is a NHTSA rule that any multi-purpose equipment (ambulance, rescue equipment, fire truck, mass casualty trailer, truck chassis, medical equipment and/or supplies) will not exceed 25% of the purchase price.

The purchase price for equipment directly related to highway safety (i.e., extrication tools, airbag lifting set, etc.) is fundable at 100%.

E. Unallowable Costs

The following items are unallowable:

A. Facilities and Construction

1. Costs for highway construction, maintenance, or design (other than design of safety features of highways incorporated into Roadway Safety guidelines).
2. Costs for construction or reconstruction of permanent facilities, such as paving, driving ranges, towers, and non-portable skid pads.
3. Costs for highway safety appurtenances including longitudinal barriers (such as guardrails), sign supports (except as allowed under Allowable Costs with Conditions for selected Items, Part II.A.2.), luminaire supports, and utility poles. (FHWA safety construction Federal-aid funds are available.)



4. Costs for construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures. The following are some examples of those items:

Desk	Credenza	Storage Cabinet
Chair	Bookcase	Portable Partition
Table	Filing Cabinet	Picture, Wall Clock
Shelving	Floor Covering	Draperies & Hardware
Coat Rack	Office Planter	Fixed Lighting/Lamp

5. The cost of land.

#### **B. Equipment**

6. Costs for the purchase of both fixed and portable truck scales. (Motor Carrier safety program funds are available for truck scales.)
7. Costs for traffic signal preemption systems. (FHWA Federal-aid highway program funds are available.)

#### **C. Training**

8. Costs to pay for an individual's salary while pursuing training or to pay the salary of the individual's replacement, which is considered supplanting, except to the extent that the individual's salary is already supported with highway safety funds under an approved project.
9. Costs of training employees of Federal and military agencies. Note: Training for Department of the Interior personnel who are assigned Section 402 responsibilities are covered under the 5% administrative take down.

#### **D. Program Administration**

10. **Supplanting**, including: (a.) replacing routine and/or existing State or local expenditures with the use of Federal grant funds and/or (b.) using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local, or Federally-recognized Indian tribal governments.
11. NHTSA highway safety grant funds designated for any research purposes for which funds are authorized under 23 USC 403.
12. NHTSA highway safety grant funds used to defray expenses incurred or sought to be incurred for activities of Federal civilian or military agencies or employees. Note: For Department of the Interior, personnel expenditures for the Section 402 program are covered under the 5% administrative take down.
13. **Alcoholic beverages** for any consumption purposes, including controlled settings for the training of law enforcement officers in techniques for determining driver impairment.

14. Costs of entertainment, including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
15. NHTSA highway safety grant funds for commercial drivers' compliance with specific Federal Motor Carrier Safety Regulations.

E. Lobbying

16. Federal - the cost of influencing the U.S. Congress and Federal agency officials for activities associated with obtaining grants, contracts, cooperative agreements or loans.
17. State - No Federal funds may be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

III. PROJECT PROPOSAL PROCESS

A. Proposal Submission Requirements

The FY2009 Highway Safety Plan will target the following areas and proposals addressing these areas will be given priority:

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. <b>Speed</b><br/>Exceeding maximum posted<br/>Not reasonable and prudent<br/>School Zones<br/>Aggressive Drivers</li><li>2. <b>Impaired Drivers (over and under 21 years)</b><br/>Youth Alcohol Violations<br/>Holiday DUI Task Forces</li></ol> | <ol style="list-style-type: none"><li>3. <b>Occupant Protection</b><br/>Seat Belts<br/>Child Safety Seats</li><li>4. <b>Emergency Medical Services</b><br/>Extrication equipment</li></ol> |
|---|--|

## All Proposals

**PLEASE NOTE:** To ensure that your proposal is considered for funding, you must adhere to the following procedures:

### Submitting your proposal:

All proposals must be submitted using the web-based proposal process. All attachments, such as, Resolutions, newspaper articles, etc. can be scanned and uploaded into the on-line system.

**All proposals must be submitted using the web based proposal process no later than 6:00 pm on Monday 12 May 2008.**

When developing your proposal, include any anticipated funding requirements for the period of 1 October 2008 through 30 September 2009. Include items such as conferences and workshops (i.e. Lifesavers, Annual Drugs, Alcohol and Impaired Driving Seminar, accident investigation/reconstruction training), and Holiday DUI Task Force overtime.

Be sure to include all of the stakeholders in your agency and community. Specifically, verify that your legal counsel and risk management officials approve your request.

Should your agency decide to submit a proposal to GOHS and the same proposal to another funding source, i.e. DUI Abatement Council, it is the agency's responsibility to advise all parties of the funding results immediately.

In order to more effectively manage Arizona's Highway Safety Plan, off-cycle proposals will be considered for funding on a limited basis. Off-cycle proposals will be reserved for special events such as NHTSA driven special enforcement programs.

Any agency receiving a grant from the Governor's Office of Highway Safety is required to submit Quarterly Narrative Reports (schedules are listed in the contracts) and Reports of Costs Incurred (each time an expenditure occurs). Failure to submit reports on time may result in cancellation of existing contract and adversely affect future funding.

All contracts will be effective a maximum of 12 months. The time will be calculated starting the date that the GOHS Director signs the contract (this is the date the contract is officially executed).

Change orders will be limited to extending the grant period to accommodate the 12 month period as well as mutually agreed upon minor modifications. Major modifications, i.e. changing from an overtime project to an equipment project, will not be approved. In addition, contract extensions will not be approved solely because there are funds unexpended.

## Enforcement Based Proposals

- √ Must include an education component. Failure to include a clear and specific education component will result in the proposal being denied.
- √ Must include performance measures, i.e. "The addition of the equipment will reduce the number of

speed-related crashes by 5%.”

- √ Must include three years of crash and citation data that supports the problem discussed in the proposal. Failure to provide crash and citation data will result in the proposal being denied.
- √ All law enforcement agencies receiving grants are required to report DUI enforcement statistics during the listed holidays. Failure to do this may result in cancellation of existing contract and adversely affect future funding opportunities.

Holidays include: Valentine’s Day, President’s Day, St. Patrick’s Day, Spring Break, Easter, Cinco de Mayo, Prom Night, Memorial Day, Graduation Day, Independence Day, Labor Day, Columbus Day, Halloween, and the Thanksgiving through New Year’s details.

If you have any questions when preparing your proposal, please contact a Project Coordinator at the GOHS for assistance: (602) 255-3216 – Phoenix or (520) 790-5124 - Tucson.

Agencies desiring funding assistance for highway safety projects must submit proposals to GOHS. Project proposals will only be accepted between 1 April 2008 and 12 May 2008 and all proposals must be submitted using the web-based proposal process.

- ⇒ If your City Council or Board of Supervisors is not scheduled to meet before your proposal is submitted, include the date of their next meeting in your scanned cover letter and forward the resolution to the GOHS as soon as it is signed and certified. Failure to do this can invalidate your proposal.
- ⇒ Include your governing board’s requirements, i.e. some require a resolution to submit the proposal and then another one to accept the contract. Others simply have a monetary limit.

## **B. Proposal Review**

Proposals will be reviewed by the GOHS staff to determine:

1. If the crash and activity data covering the three (3) preceding years indicates a significant problem (if applicable);
2. If the proposed countermeasure(s) addresses the problem; and
3. How the agency intends to continue the program following termination of federal funding support.

## **Proposal Disposition**

1. Applicant agencies whose projects are funded will be notified in writing.
2. Applicant agencies submitting proposals which are not funded will be notified in writing.
3. Project proposals meeting requirements, but that are not funded due to prior commitments of available funds, may be approved at a later date if additional funds are made available or if

other project proposals previously approved for funding are withdrawn or canceled by notification in writing to the GOHS.

#### IV. PROPOSAL CONTENT

**PLEASE NOTE:** To ensure that your proposal is considered for funding, you must follow these procedures:

When developing your proposal, include any anticipated funding requirements for the period of 1 October 2008 through 30 September 2009. Include items such as conferences and workshops (i.e. Lifesavers, Annual Drugs, Alcohol and Impaired Driving Seminar, accident investigation/reconstruction training), Holiday DUI Task Force overtime.

The web based proposal process will include the following:

##### A. General Information

###### 1. Professional and Technical Personnel

- a) Indicate who will serve as the Project Director (must be agency head, i.e., police chief, sheriff, fire chief, town/city manager, department director, etc.). This is the person that is responsible for signing all paperwork relating to the project/program.
- b) Indicate who will serve as the Project Administrator (this is the person that will be responsible for administering the project/program, completing all of the paperwork, etc.).

##### B. Service Area

Please indicate the county and or counties served and political district served. The web based system will guide applicants through the Service Area.

##### C. Project Proposal Outline (Narrative)

This outline should be followed to request various items, i.e., police package vehicles or motorcycles, speed detection devices, extrication equipment, highway safety-related training, enforcement overtime, etc.

###### 1. Background/Problem

- a) General Characteristics - Description of the applicant agency including, but not limited to, information on population, demographics, topography, and climate.
- b) Streets and Highways - Description and listing of all roadway mileage within the agency's jurisdiction (if applicable to the project for which funds are being sought).
- c) Identify the problem or deficiency that the proposed project intends to correct.
- d) If the proposal is enforcement related, a completed "Three-Year Traffic Citation and Collision Data Summary" form is mandatory to be included with proposal.

2. Attempts to Solve Problem

Describe past efforts to resolve the problem, if any, and include reasons why the efforts have been unsuccessful.

3. Project Objectives

State the objectives of the project in terms of the goals to be reached in expanding or modifying present activities or creating new programs. Objectives should be:

- a) Stated in measurable terms directly related to the identified problem.
- b) Concise and deal with a specific item.
- c) Realistic, with a reasonable probability of achievement.
- d) Related to a specific time frame.

4. Method of Procedure

- a) Explain how you propose to solve the problem and meet the objectives. Provide a description of the work to be done in the project and the method of doing the work. The description should be detailed for proper evaluation. If you do not know how you would solve the problem, say so. It may be possible to provide funds to develop a work plan designed to solve your problem.
- b) Estimate total time required to complete the project including any time required for preparation ("gearing up").

D. Budget

The items and amounts in the sample below are for sample purposes only. However, the line-items that are "BOLD" must be followed. If you are not sure, please contact a Project Coordinator.

# Sample

## BUDGET

<b>Personnel Services (overtime)</b>		<b>\$15,000.00</b>
Holiday DUI Task Force	\$10,000.00	
Selective Traffic Enforcement Program	5,000.00	
<b>Employee Related Expenses</b>		<b>2,250.00</b>
Holiday DUI Task Force	1,500.00	
Selective Traffic Enforcement Program	750.00	
<b>Professional and Outside Services</b>		<b>1,000.00</b>
Graphic Artist	1,000.00	
<b>Travel In-State</b>		<b>947.50</b>
Accident Investigation Training		
Registration fee	500.00	
Lodging – 5 nights @ \$60.00	300.00	
Per diem – 5 days @ \$29.50	147.50	
<b>Travel Out-of-State</b>		<b>1,333.00</b>
Lifesavers		
Registration fee – 1 @ \$200.00	200.00	
Lodging – 4 nights @ \$160.00	640.00	
Per diem – 4 days @ \$29.50	118.00	
Ground transportation - \$100.00	100.00	
Airfare - \$275.00	275.00	
<b>Materials and Supplies</b>		<b>5,787.50</b>
DUI brochures	2,750.00	
DUI key chains	3,000.00	
Preliminary breath testing device mouthpieces – 250 @ .15	37.50	
<b>Other Expenses</b>		<b>.00</b>
<b>Capital Outlay</b>		<b>4,500.00</b>
Preliminary breath testing devices 10 @ \$450.00	4,500.00	
<b>Budget Summary</b>		
Summary will automatically add all categories		

## Definitions

**Personnel Services** – This category is for overtime salaries. It is the policy of GOHS to not fund full-time positions.

**Employee Related Expenses** – This category is for the benefits received, i.e. workers' compensation, health insurance, disability insurance, vacation leave, sick leave, etc. Typically this percentage is less for overtime than it is for straight time.

**Professional and Outside Services** – This category is reserved for contracted services.

**Travel In-State** – This category is for attending highway safety-related workshops, conferences, and/or training. Include a breakdown of registration fees (if applicable), lodging and per diem. Mileage will be reimbursed only for personal vehicles.

**Travel Out-of-State** – This category is for attending highway safety-related workshops, conferences, and/or training outside the State of Arizona. Include breakdown of registration fees (if applicable), lodging, per diem, airfare, ground transportation (rental cars only if it can be demonstrated that this is the most economical mode of ground transportation).

**Materials and Supplies** – This category is for items such as public information and educational materials and mouthpieces for PBTs.

**Other Expenses** – Anything that doesn't fit into the other categories. Rarely used.

**Capital Outlay** – This category is for equipment that has a life of at least one year. This includes, but is not limited to, marked and unmarked enforcement sedans, speed detection devices, in-car video systems, preliminary breath testing devices, marked enforcement motorcycles, radar trailers, and extrication equipment

## **E. Traffic Data Summary (If Applicable)**

The Traffic Data Summary provides a statistical database to evaluate the need and potential effectiveness of the proposed project. Instructions for the preparation of the form are as follows:

- a) If applicant agency is a county, information provided should exclude incorporated cities within the county.
- b) Citations for violations for a city are those written by the city's police department or the agency which performs traffic enforcement for the city.
- c) Motor vehicle crashes are the number of all motor vehicle crashes resulting in an injury or fatality, by primary occurrence.



F. Fire and EMS Data

Traffic Calls for Service represent number of traffic-related crashes your department/district responded to.

**If your department does not have accurate data concerning traffic related crashes please contact the Traffic Records Department at the Arizona Department of Transportation at 602-712-7132.**

G. Attachments

- a) Include a scanned Cover Letter on agency/jurisdiction letterhead. Must be signed by agency CEO.
- a) A Certified City/Town Council or Board of Supervisors Resolution is required to be included in your proposal packet. However, if the agency CEO has authority to apply for, negotiate and sign a contract without prior approval from the governing board, please include a copy of the document outlining this authority. A "Sample" Resolution and Certification is attached to be used as a guide in preparing your agency's resolution.

**"SAMPLE" RESOLUTION and CERTIFICATION**

*(Note: When preparing your agency's Resolution, please enter the one appropriate choice from within each set of brackets or other appropriate information for that section if choice is not listed.)*

**RESOLUTION**

Resolution Number: \_\_\_\_\_

A RESOLUTION OF THE [COUNCIL, BOARD] OF THE [CITY, TOWN, COUNTY] OF \_\_\_\_\_, ARIZONA, PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2006 (requested fiscal year) HIGHWAY SAFETY PLAN:

WHEREAS, the Governor's Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the [City, Town, County] of \_\_\_\_\_, through the [Police/Fire Department, Sheriff's Office], is interested in submitting projects to be considered for funding in the form of reimbursable grants from the National Highway Traffic Safety Administration;

NOW, THEREFORE, BE IT RESOLVED by the [Council, Board] of the [City, Town, County] of \_\_\_\_\_, Arizona as follows:

1. THAT approval of the submission of projects for consideration in Arizona's [20\_\_\_\_ (requested fiscal year)] Highway Safety Plan is granted.

2. THAT \_\_\_\_\_, [Chief of Police, Fire Chief, Sheriff] is appointed agent for the [City, Town, County] of \_\_\_\_\_, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED by the [Council, Board] of the [City, Town, County] of \_\_\_\_\_, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
[CITY, TOWN, COUNTY] CLERK

\_\_\_\_\_  
[MAYOR, BOARD SUPERVISOR]

\_\_\_\_\_  
PRINT NAME AND TELEPHONE NUMBER

\_\_\_\_\_  
PRINT NAME AND TELEPHONE NUMBER

CERTIFICATION

I HEREBY CERTIFY that the foregoing Resolution Number \_\_\_\_\_ was duly passed and adopted by the [Council, Board] of the [City, Town, County] of \_\_\_\_\_, Arizona, at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that a quorum was present at the meeting.

\_\_\_\_\_  
[CITY, TOWN, COUNTY] CLERK

APPROVED AS TO FORM:

\_\_\_\_\_